**Lesson Plan**

**November 8—12, 2010**

**Leah Anne Wrenn**

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| **Teacher Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **3rd Period**  **5**  **BCT I**  **10th and 11th** | | | **Dates of Lesson Plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **Grade Level: \_\_\_\_\_\_\_\_\_\_\_\_\_** | **Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **1c: Develop proper listening techniques** | **Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **Class Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Competencies from MS Framework: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |

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| **Objectives** | **Procedures** | **Materials and Media** | **Assessment** |
| **Monday:**  **Objective:** After reading Chapter 5, student will be able to identify terms related to listening with 70% accuracy.  **Objective:** After discussion on listening students will be able to list reasons why it is important to listen with 80% accuracy. | * Introduction to Listening: Teacher will engage students listening techniques with a short listening activity. Students will listen to activity and record answers. State objectives at the end of the activity. **(W, H)** * (Body) Students will complete terms and definitions for Chapter 5.1 on Listening Skills. **(E)** * Students will read and complete notes on listening from Chapter 5.1. (Fill in the blanks and completion of lists) **(E)**   + Give extra time for language barrier student to complete notes. The student will pair with another student to make sure they have all the correct notes for class. **(T)** * Lecture/Class discussion on why it is important to listen in the workplace. **(E)** * Read Work Place Connections Scenario from their book on page 181. Discuss with students what they learned from the reading that will help them understand how it is important to listen. **(E)** * Students will answer questions on a quiz on terms. **(E2)** * (Closing) Review and discuss at the end of class what they learned and tell students what to expect in class on Tuesday. **(E2)** | * Book: Office Procedures Book, Chapter 5, pages 180-189. * List of Chapter 5 Terms * Chapter 5 Notes pages Typed * Quiz | Question and answer  Check notes for completion  Check Quiz for correct answers.  Raise hands to check for understanding about what we will do on Tuesday. |

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| **Objectives** | | **Procedures** | | | **Materials and Media** | | **Assessment** |
| **Tuesday:**  **Objective:** After discussion on listening students will be able to identify techniques that will aid them in being an active listener with 80% accuracy.  **Objective:** After discussion on listening students will be able to demonstrate listening techniques from techniques learned in class with 80% accuracy. | | * Introduction to Listening: “Simon Says”: Teacher will have students to participate in the Simon Says game. Students will demonstrate their listening skills by afterward sharing with classmates what techniques they used to help them play the game correctly. **(H)**State objectives at the end of the activity. **(W, H)** * Review over why it is important to listen. (Discussed on Monday). **(E2)** * (Body) Lecture/class discussion on techniques used in listening. **(E)** * Read Work Place Connections Scenario from book on page 181. After reading discuss with students what are some listening techniques they would use in similar situations that was illustrated in the scenario. **(E)** * Group Work: Divide students into groups of two by students drawing colored pencils. Students will read aloud a scenario to their partner. The other person in the group will use techniques learned to demonstrate what they have heard in the scenario. (focus procedures, mentally summarize, take notes and ask questions) **(E2)** * (Closing) Review listening techniques learned in class. Give a quiz related to listening techniques. Tell students what they will be doing in class on Wednesday. **(E2)** | | | * Listening activity worksheet. * Office Procedures Book: Chapter 5, pages 180-189. * Chapter 5 Notes in PowerPoint, and displayed using Smart Board. * Group Work Activity Worksheet * Internet Activity Worksheet | | Question and answers by calling on students  Observation  Evaluate internet listening activities for a grade |

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| **Objectives** | | **Procedures** | | | **Materials and Media** | | **Assessment** |
| **Wednesday:**  **Objective:** After discussion on listening students will be able to demonstrate listening techniques that will aid them in being an active listener with 80% accuracy. | | * (Introduction)Review listening techniques students from class on Tuesday. **(E)** * (Body) Complete internet activity, students will get on the internet to complete listening activities. <http://fog.ccsf.edu/~lfried/activiy/listening/html>   Students will complete the following activities: listen to conversations and telephone conversations and answer questions. Students will record their accuracy on a rubric. Slower students and students that have language barriers will be able to replay the conversations to help improve their listening skills. **(R, E2, T)**   * Afterward discuss the positives and negatives of listening activity and why it is important in listening. * Read Work Place Connections Scenario from their book on page 182. After reading discuss with students what are some techniques they would use in similar situations that was illustrated in the scenario. **(E)** * Review over what was learned in class today.**(E2)** * (Closing) Complete index card of what they know on one side and what they don’t understand on the other side. **(E2)** | | | * Listening activity worksheet. * Office Procedures Book: Chapter 5, pages 180-189. * Chapter 5 Notes in PowerPoint, and displayed using Smart Board. * Headphones for listening to activity on the internet * Rubric for Internet activity | | Question and answers by calling on students  Observation of listening techniques in group work |

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| **Objectives** | **Procedures** | **Materials and Media** | **Assessment** |
| **Thursday:**  **Objective:** After class discussion/notes on listening techniques, students evaluate a local school club or organizational meeting using the techniques they learned about being an effective listener with 90% accuracy. | * (Introduction) Review techniques learned about being an effective listener. **(W)** * (Body) Talk to students about club and organizational meetings that they will attend to complete project. * Teacher will give students list of clubs and organizations and when they will be meeting in the near future. **(E)** * Students will have a choice of which meeting to attend. Teacher will give a rubric of information that must be included in their one-page summary. Students will add more items to include on the rubric based on the type of meeting they will be visiting. **(E2)** * After going to meeting, students will complete rubric and organize their findings in a one-page summary. **(E2)** * Students will evaluate and revise their one-page summaries. Turn in copies for Teacher to grade and make suggestions. (**E2)** * (Closing) Review over procedures they are to do for meeting. Ask students questions to check for understanding. **(R)** | * Office Procedures Book: Chapter 5, pages 180-189. * Chapter 5 Notes. * Club/Organizational Meeting Worksheet * Club/Organizational Meeting One-page summary instructions | Question and answers by calling on students  Observation  Rubric for organizational meeting/club meeting |